



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 60-4	Subject: SUPERVISION STANDARDS
Chapter 60: CASE MANAGEMENT/SUPERVISION STANDARDS	Page 1 of 3
Applicable ACA Standards: 2-7127, 2-7130, 2-7134, 2-7135, 2-7139	Revision Date: 01-09-06, 11-23-07, 10-10-08, 01-06-09
Signature: /s/ Karen Duncan	Effective Date: 02-10-04
Signature: /s/ Steve Gibson	

I. BUREAU DIRECTIVE:

Youth Community Corrections (YCC) Bureau employees will follow established procedures to supervise youth committed to the Department of Corrections for placement in a secure facility. Placement and supervision will be accomplished in the community at a level of care consistent with the risk and needs of the youth and protection of the community. Considerations for supervision, treatment, and case management standards will be guided by the assessment tool currently approved by the Youth Services Division. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Assessment Tool - an assessment tool to measure the risk and needs of a youth indicating outcomes expected from the treatment or placement and how the outcomes will be measured and documented and may include the Youth Level of Services/Case Management Inventory.

Collateral Contact – any person, other than a youth, with whom an employee of the agency may come in contact for official reasons concerning a youth under the care, custody, or supervision of the Department. Collateral contacts may include, but are not limited to: youth's families, friends and associates; youth's employers; treatment or medical providers; youth's school professionals, instructors, trainers, or supervisors; volunteer coordinators; attorneys; judicial personnel; and law enforcement.

Maximum Supervision - a high level of supervision determined by the corresponding assessment score requiring a juvenile parole officer to meet face-to-face with a youth once weekly and to have two collateral contacts per month.

Medium Supervision - a medium level of supervision determined by the corresponding assessment score requiring a juvenile parole officer to meet face-to-face with a youth twice monthly and to have one collateral contact per month.

Minimum Supervision - a low level of supervision determined by the corresponding assessment score requiring a juvenile parole officer to meet face-to-face with a youth once a month and to have one collateral contact per month.

Supervision Standards - the level of supervision the juvenile parole officer will require the youth to maintain. The juvenile parole officer will develop case plans that will be guided by information obtained in the assessment. The assessment will determine which of the three levels

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of supervision will be utilized in accomplishing effective case management. The levels include: Minimum, Medium and Maximum.

SUS-1A (Substance Abuse Survey) – this is a tool developed by Kenneth W. Wanberg to assess chemical dependency issues. Its use is optional and is self-administered and scored by the Juvenile Parole Officer.

Youth Level of Service/Case Management Inventory (YLS/CMI) - is an assessment tool designed to aid professional workers responsible for assessing youth. It is in the form of a checklist designed to provide a detailed survey of risk and need factors exhibited by the youth and to provide a linkage between these factors and the development of a case plan. The instrument was developed from contemporary theories of criminal behavior.

III. PROCEDURES:

A. STEPS:

RESPONSIBILITY:

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| 1. | Receive formal training prior to administrating the assessment instrument. Those officers not yet formally trained will designate all youth as a medium supervision level unless the youth was previously determined to require a different supervision level. | Juvenile Parole Officer (JPO) |
| 2. | Within 30 days of the youth's release to parole, an updated assessment will be completed. Supervision level will be designated by the assessment score. | JPO |
| | The initial assessment will be completed by staff in the secure correctional facility assigning initial supervision level. The assessment will be accessed by the JPO using the automated system. | Institution staff |
| 3. | Reassessment will be completed at least every three months while the youth is on parole supervision. Youth will be reclassified immediately when assessment indicates need. | JPO |
| 4. | When a JPO determines that an over-ride to a different level of supervision is requested, the over-ride is reviewed and approved or denied by the JPO's Supervisor or their designee. | JPO II or YCC Bureau Chief |

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IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

V. REFERENCES:

<u>52-5-126, MCA</u>	<u>Youth Parole Agreement</u>
<u>52-5-127, MCA</u>	<u>Control Over Youth Released Under Parole Agreement</u>
<u>52-5-128, MCA</u>	<u>Detention of Youth who Violates Parole Agreement</u>
<u>52-5-129, MCA</u>	<u>Hearing on Alleged Violation of Parole Agreement – Waiver of Hearing – Right to Appeal Outcome</u>

VI. ATTACHMENTS:

None